

Minutes of the Veneta City Council

February 28, 2005

Council

Present: Mayor T. J. Brooker, Darrell Carman, Thomas Cotter, and Marion Esty

Absent: Fred Miller

Others: Ric Ingham, City Administrator; Sheryl Hackett, City Recorder; Shauna Hartz, Finance Officer; Margaret Boutell, Community Services Director; Kyle Schauer, Public Works Director; Sgt. Byron Trapp, LCSO; Earle Ellson, Veneta Park Board; Jerry Elliott, City Engineer; and Sara Boettcher, West Lane News

Mayor Brooker called the City Council to order at 7:02 p.m.

1. PUBLIC COMMENT

2. CONSENT AGENDA

MOTION: Thomas Cotter made a motion to approve the consent agenda as presented. Marion Esty seconded the motion.

Voting: Marion Esty, aye; Thomas Cotter, aye; Mayor Brooker, aye; and Darrell Carman, aye.

The consent agenda as approved included minutes for February 14, 2005, bills paid and payable for January/February 2005, and Civic Calendar for March 2005

Mayor Brooker announced that the executive session scheduled for tonight will be postponed until the next meeting. He asked the Council members to turn in their completed evaluation forms prior to the next meeting.

3. DEPARTMENT REPORTS

a. FROM MAYOR/COUNCILORS

- (1) Report on law enforcement activities - Sergeant Byron Trapp
Sgt. Trapp said the budget figures are in and the contract price will increase by less than 5%. He said he does not anticipate any changes in the preliminary costs.

In response to a question from Marion about the activity not being reported in the West Lane News, Sgt. Trapp said the new media has access to the statistical reports but the format has changed and it may be a matter of deciphering the information. Sgt. Trapp said he will contact Jeneca at the West Lane News to see why the information is not being reported.

Sgt. Trapp said they currently have full staffing in Veneta and he anticipates on changes in the officers currently assigned to Veneta.

Ric advised Sgt. Trapp that the City's Municipal Court is still seeing a

very minimal number of citations. He said during the upcoming budget meetings, City staff will need to take a serious look at the cost of running the court. Sgt. Trapp said he will check with the traffic team to make sure any citations they write on the two state highways within the City limits are for the Veneta Court and not the Justice Court. Mayor Brooker said there appears to be an increase in the number of youth using electric scooters and miniature motorcycles. He asked if the deputies are actively taking enforcement action.

In response to a suggestion by Earl Ellson, Sgt. Trapp said traffic citations cannot be referred to Peer Court.

(2) Veneta Park Board Goals

Park Board Chairman Earle Ellson presented the new goals for the Park Board. He said the emphasis has changed considerably and Territorial Park Phase 2 is not longer their highest priority. He said they now have four new members and will be meeting on Wednesday, March 2, 2005.

In response to a request by Mayor Brooker to keep staff in the loop, Ric said Margaret will be representing staff at the Park Board meetings. Working on the Park Master Plan will be their highest priority.

In response to a question from Darrell Carman, Earl said the remaining work for Territorial Park Phase I is fencing, lighting, and some additional parking.

In response to a question from Mayor Brooker, Earl Ellson said the previous chair of the Park Board had suggested having Park Board members make personal contacts with new residents to welcome them to Veneta. Ric said the City map is being updated and a generic recruitment brochure is being created. He said that information could be provided to new residents with an area phone directory and letter prepared by Earl. The Chamber will still continue mailing out visitor tourism packets.

Mayor Brooker said he likes the new set of goals established by the Park Board. He asked them to keep the Council informed of their progress.

Ric congratulated Earle Ellson on his recognition as "Man of the Year".

At the request of Mr. Ellson, Mayor Brooker agreed to discuss agenda item 5.a. Funding Request for Easter Egg Hunter. Mr. Ellson said the funds will be used to purchase supplies. Mayor Brooker said in the past, the Council has approved using discretionary funds to help with the annual Easter Egg Hunt.

MOTION: Thomas Cotter made a motion to approve funding for the Easter Egg Hunt in the amount of \$300 from the discretionary fund. Marion Esty seconded the motion which passed with a unanimous vote of 4-0.

b. COUNCIL/COMMITTEE LIAISONS

Marion Esty (Community Partnership/Peer Court) - Peer Court is getting more referrals through the school and will start meeting more often.

Marion Esty (East Veneta Study) - The Citizens Advisory Committee began meeting to discuss transportation and wetland issues. Marion said the group is very diverse and will be meeting monthly with their next meeting scheduled for March 21, 2005. Marion suggested that staff arrange a tour of the study area for members of the CAC.

Darrell Carman (LCOG Board) - At their meeting last Thursday, LCOG announced some new grant funds they have available for small business loans. The program will be a revolving loans that require some match funds. LCOG has also been exploring ways to help agencies deal with increasing expenses and reduced revenues. One idea is to look at ways agencies can share costs by using the same services or infrastructure designs.

Darrell Carman (Budget Training) - Darrell said he was unable to attend the Eugene session. Another training session is scheduled for next week in Coos Bay.

Mayor Brooker (Road Partnership) - The County presented their CIP through the year 2010. The CIP includes ceasing the distribution of road partnership money by the year 2007 as a result of the reduction in timber receipt money. Last year the City received about \$90,000. Even with the gas tax the City will have a shortfall in funding for road maintenance. The County has removed Bolton Hill Road improvements from their CIP. Mayor Brooker said he testified about how important road maintenance is for the economic development of the entire county.

4. STAFF REPORTS

a. FINANCE OFFICER/HR

(1) **Resolution 892 - A RESOLUTION TO APPROVE APPROPRIATION TRANSFERS FOR FISCAL YEAR 2004-2005**

Shauna Hartz explained that Resolution 892 is a standard transfer resolution for moving money from one line item to another to make the budget consistent with the financial status of projects worksheets. One of the transfers corrects an error in the 2004/05 budget that had the engineering for the Cherry Street drainage project in the street fund rather than the stormwater drainage fund.

MOTION: Thomas Cotter made a motion to adopt transfer Resolution 892. Marion Esty seconded the motion which passed with a vote of 4-0.

(2) **Changes in Fund Balances July-November 2004**
No questions or comments from the Council.

- (3) Employee Handbook policies
Shauna Hartz presented a memorandum that explained areas in the revised handbook that include policy changes or new policy. She asked the Council for comments and feedback to make sure they agree with those changes before Mayor Brooker and Fred Miller meet again with staff representatives. Some of the revisions to the handbook are a result of bringing the handbook into compliance with new laws. The revised handbook will be submitted for a final legal review and is tentatively scheduled for adoption by the Council at their March 28, 2005 meeting.

b. COMMUNITY SERVICES DIRECTOR

- (1) Public Works Monthly Activity Report for January 2005
Kyle presented his monthly activity report. Two new subdivisions, Cottage Court and Ruby Meadows, are nearing completion. A park safety maintenance program is currently underway. In response to a question from Mayor Brooker, Kyle said the contractor for Shadowridge Estates has been advised that Certificates of Occupancy will not be issued for the homes along Sertic Road until the trees have been replanted.

The weather has allowed the crew to make good progress on trimming the new poplars. Josh is back working part time to help with the poplar maintenance. He is interested in working again this summer.

Mayor Brooker asked that the safety inspections for the parks include trimming and evaluating the conditions of the trees. He said he would like the safety work completed before the end of school this year.

- (2) **Resolution 891 - A RESOLUTION AND ORDER APPROVING REAL PROPERTY USE AGREEMENT BETWEEN THE CITY OF VENETA AND TERRITORIAL SPORTS PROGRAM.**

The Territorial Sports Program is interested in using the City's newly acquired property on Bolton Hill Road for parking during their sports activities at the Bolton Hill fields. Kyle contacted Lane County and they do not have any issues with regard to the access from Bolton Hill Road. Prior to entering into the agreement, staff will check with the City's insurance carrier. If the agreement is approved, parking would be allowed within the fenced area and TSP would be allowed to keep a 40' long equipment storage trailer on the property. Thomas Cotter asked if the agreement should include a clause about maintenance and clean-up of the parking area. In response, Kyle said TSP has continued to keep the sports fields mowed and maintained. Kyle said that allowing TSP to use the City property for parking will increase safety for the participants in the sports program. In response to a question, Kyle said charging a fee for parking is not part of their request. As part of the agreement, TSP will be required to submit a parking plan for approval.

Ric said they can insert language about trash pickup into the agreement.

MOTION: Thomas Cotter made a motion to adopt Resolution 891 approving an agreement between the City of Veneta and Territorial Sports Program for use of the City's Bolton Hill property for parking. Darrell Carman seconded the motion which passed with a vote of 4-0.

- (3) Public Contracting Rules update
City Attorney Carrie Connelly has reviewed the new Public Contracting Model Rules prepared by the Attorney General. Cities are allowed to adopt some exemptions to the model rules such as adopting a procedure for bids and contracts of less than \$5,000. Carrie has prepared a Resolution and Public Contracting Rules that the City Council, as the Local Contract Review Board, can adopt to replace the Attorney General's Model Rules. The new rules provide more flexibility and simplify the process by allowing purchases under \$5,000, allowing the purchase and surplus personal property, and allowing the use of requests for proposals (RFP) for public improvement contracts. To help the Council identify the differences in the Model Rules and the new proposed rules, an asterisk (*) indicates where language has been omitted from the Model Rules and *italics print* indicates Carrie's additions. The majority of the language has not changed. Margaret asked the Council to review the information prepared by Carrie and to call staff if they have any questions or comments. She said the Resolution will be presented to the Council for adoption at their meeting on March 28, 2005.

Ric said the purpose of adopting the modified rules is to streamline the process and allow the City to get projects started sooner.

Mayor Brooker asked the Council to get their comments or questions to Margaret by next week.

In response to a question, Margaret said Carrie's letter and the resolution explain the exemptions the City can adopt.

- (4) Stormwater CIP - Establish public comment dates
Margaret Boutell said a draft stormwater Capital Improvement Program (CIP) has been prepared for the Council to review. The CIP is the first step towards establishing a stormwater SDC. The CIP includes a project list with cost estimates. The costs for the increased capacity the projects provide is the amount that is SDC eligible. A map has been included which shows where the projects are located. Most of the projects came from the 1999 Master Drainage Plan with the costs updated. There are narratives attached for four additional projects that could help in the event of a greater than ten year storm.

The CIP will be presented for public comment and discussion by the Planning Commission at their March 7, 2005 meeting. The Planning Commission will then make a recommendation to the Council.

Margaret said the CIP is scheduled for adoption at the March 14, 2005 Council meeting. LCOG is preparing the SDC methodology. Once that is done, the 60 day review period will begin.

In response to a question from Thomas Cotter, Ric said the estimates are based on today's costs; however, the ordinance contains language that allows the SDC to be increased based on an inflation factor tied to a published consumer price index.

Margaret said the CIP can be amended in the future if some projects not anticipated at this time are needed.

5. OTHER

- a. Funding Request for Easter Egg Hunt
The request for funding was granted earlier in the meeting, following the presentation of the Park Board Goals.
- b. Reminder - Joint Public Hearing with the Veneta Planning Commission at 7:00 p.m. on March 7, 2005
- c. R.A.R.E. Program - Ric said the City received notice from the University of Oregon that they will soon begin the process for the next cycle of R.A.R.E. assignments. The positions are very competitive and there are no guarantees of getting a R.A.R.E. student. Ric said one project the Council might want to consider requesting assistance for would be the Urban Renewal District.
- d. Council Retreat - Ric provided the Council with Dick Townsend's report on the Council's Goal Setting Session. He said the report makes it clear that the Council still has a lot of work to do. The next step is for the Council to establish priorities and some clear objectives of what they want to accomplish. Mayor Brooker said he feels it is important for the Council to hold a special work session as soon as possible to discuss some goals before the budget process begins.

By consensus, the Council agreed to hold a special work session in the Council room at 5:00 p.m. on Wednesday, March 16, 2005.

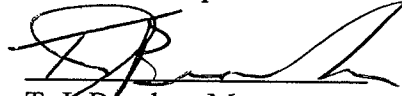
Ric said he will check with Finance Officer Shauna Hartz about having a preliminary Budget Calendar to distribute at the next Council meeting.

6. EXECUTIVE SESSION

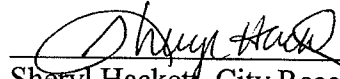
- a. ORS 192.660(2)(i) - Review and evaluate performance of the City Administrator
As announced earlier in the meeting, the executive session was postponed until the next meeting. Mayor Brooker asked the Councilors to return their completed evaluation forms to staff prior to that meeting.

7. **ADJOURN**

Mayor Brooker adjourned the Veneta City Council at 8:48 p.m.


T. J. Brooker, Mayor

ATTEST:


Sheryl Hackett, City Recorder
(minutes prepared by SL Hackett)